

# CITY OF HELENA



**Position Title:** Admin Asst III

**Department:** Admin Services, Budgeting

**Position #:** 13405

**Grade:** 135

**EEO Category:** (06) Admin Support

**FLSA:** Non-exempt

**EEO Function:** (01) Financial Admin

**Work Comp Code:** 8810

## **DEFINITION**

Under general direction, performs a wide variety of complex secretarial, technical and training duties related to the functions of the Administrative Services Department and Budget Division.

## **SUPERVISION RECEIVED**

Receives general direction from the Administrative Services Director and the Budget & Studies Manager.

## **SUPERVISION EXERCISED**

None

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Assists in the development, coordination and implementation of budget training programs for administrative assistants of other departments;

Performs record management, departmental coordination and office support for the Administrative Services Department;

Assists in developing and monitoring the Administrative Service Department's annual budget;

Coordinates, supervises and monitors special projects and activities as assigned;

Participates and assists in the administration of the department by recommending organizational or procedural changes, improvements in work flow and use of forms and equipment;

Researches, reconciles, interprets and summarizes a wide variety of complex fiscal and compliance information as assigned;

Uses independent judgment, personal initiative and organization for varied and responsible office manager/secretarial duties;

Assists the Budget & Studies Manager in the development of the City's budgets and management studies; Creates projections and presentations for segments of the City's annual budget document;

Coordinates the efforts of administrative assistants in other departments in developing personnel projections and other budget segments;

Researches data, performs analysis and revises presentations for management studies which are under development or have become ongoing or periodically recurring;

Performs typing, formatting, graphing, and compiling functions in the development of the City's budget development and management studies;

Provides backup to Executive Assistant, performing those duties in the City Manager's office during vacations or other extended absences; and

Provides support and backup for Utility Customer Service positions, regularly performing those duties as needed.

**Important & Essential Duties cont.:**

Performs routine scheduling, contact, technical set up and staff support for meetings as needed;

Performs desktop publishing on formal documents and presentations for the annual budget, comprehensive annual financial report and other management studies as needed;

Coordinates the efforts of personnel in other departments for the development of segments of the City's Annual Budget including training, scheduling deadlines, proofing and reconciling submissions;

Assists in selection and training of office and clerical staff as assigned;

Responsible for the department's petty cash fund

**OTHER JOB RELATED DUTIES**

Performs other duties and assumes other responsibilities as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS****Knowledge of:**

Professional office management and records management and retention;

Procedures, methods and forms associated with automated accounting systems;

The general principles and practices of accounting and budgeting;

The structure and content of the English language including the meaning and spelling of words, rules of composition and grammar;

Arithmetic, algebra, statistics and their applications;

Computer hardware and software relevant to the position.

**Skill to:**

Respond to specific and technical requests for information and assistance from within the department, other departments and the public;

Compile, organize information and prepare correspondence, documents and reports, some of which are confidential in nature;

Accurately type/enter data at a speed appropriate to job performance;

Research and prepare accurate and timely reports

Determine sequence of operations, scheduling and layout, and choosing a course of action from alternatives;

**Skill to cont.:**

Research, reconcile and summarize technical accounting and budget information

Maintain a high degree of discretion and integrity in handling confidential data applicable to the City as a whole

**Ability to:**

Communicate effectively both orally and in writing;

Establish and maintain effective working relationships with employees, officials and the public;

Deal with multiple work assignments that are subject to routine interruptions;

Establish sound priorities on work assignments to assure an orderly and timely work flow

Maintain departmental records management, records retention schedules, files and accounts, and process purchase requisitions

Use interpretive judgment within prescribed standards and procedures;

Communicate complex information and deal with a wide variety of people using tact, patience and pleasantries under stress

**Physical Demands**

Position requires the ability to perform sedentary physical work. Ability to lift and carry up to 10 pounds regularly and on occasion up to 50 pounds. Ability to perform body movements applicable to records management and an office environment. Possession of hand/eye coordination adequate to operate a computer and calculator, and operate a vehicle. Ability to talk and hear in person and by telephone. Ability to see and read instructions, spreadsheets, reference materials, and computer reports.

**Work Environment**

Work is performed in an environment where hazards are controllable.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

High School graduation plus 1-2 years of specialized education emphasizing office practices, management or business administration. Accounting course work desirable, but not required.

3 years of progressively responsible experience in office management, secretarial and/or accounting.

Possession of a valid driver's license.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: January 2002

Revised: September 2008